



INSERTING AN IMAGE INTO YOUR ONLINE STORE WEBSITE TEXT EDITOR

Once you add product images to your Online Store you can insert the image into your Store Description Text Editor area because the image is stored in your database and now has a URL Address that can be inserted and which will call upon the image file to display it on the www.

Remember the image size will depend upon the size of the actual image seen when it is enlarged.

Let's select an image and have a look at its URL address. (select an image you like as we will be inserting this image into the Store Description Text Editor area)

Step 1. Select one of your product images and take a copy of the URL Address.

IMAGE URL

- Go to www.eaus.com.au
- Open your **area** (eg. click on **East Victoria**)
- Click on the **Online Shopping Centre** image in the middle of the page
- Click on the **Online Mall** you belong to on the left
- Click on your **Store Icon** to open your Online Store
- Click on a **Category** then click on a **Product**

* The Product Description and image appears

g. **Right-click on the image** to call upon the relating menu

* a menu will appear with function relating to the image

h. Click on the **Properties** option at the bottom

* The Properties window will appear

See the Address URL of your image, as you can see it is very long and not easy to remember.

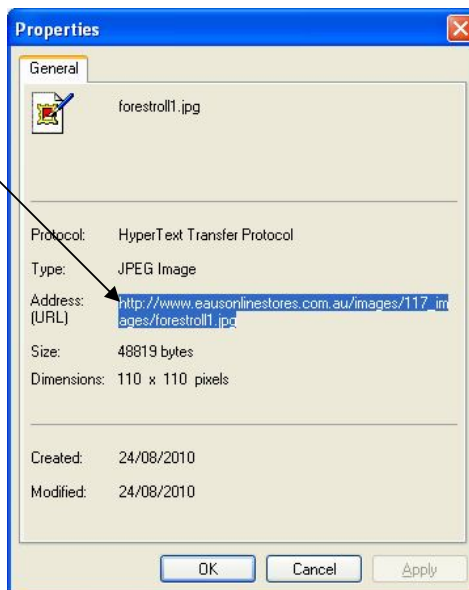
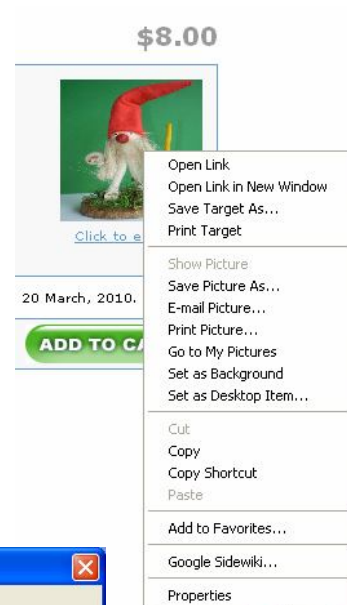
Step 2. Take a copy of the address.

COPY URL

- Click-drag** over the entire address to select it (try doing it from the back to front it's easier)
- Press **Ctrl+C** to perform the copy

Include the entire address

http://eausonlinestores.com.au/images/117_images/forestall11.jpg





Now that you have a copy of the URL address for the image in memory we can perform the Paste function when we need to insert the URL Address. We will leave your Online Store opened as we need other images later.

Step 3. Close the Properties windows. (*Click on the Cancel button*)

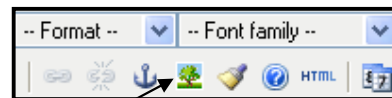
For this task we will run the Internet Explorer twice, in one window you will have the Front End of your Online Store and access to the Products, in the other you will be logged into the Administration area (Back End) of your Online Store and working on adding images to your Store Description Text Editor.

Step 4. Run the Internet Explorer program and log in to the back end of your online store. (*From the eaus website click on the Courses link, click on the Members Support link then click on the Online Store Login Access (eg. East Victoria), enter your Username & Password and you should be logged into the back end of your store*)

Step 5. Open the Store Description area and place your cursor at the end of the Website Text Editor area.

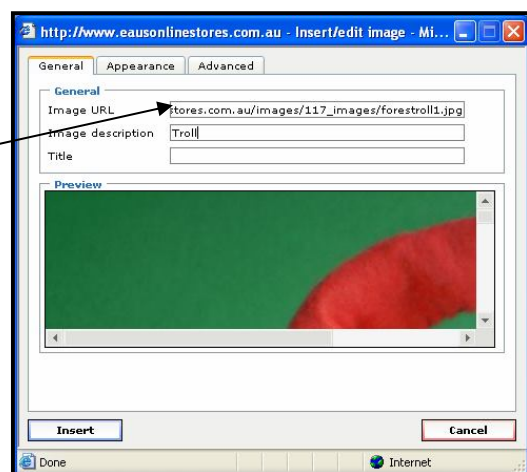
OPEN STORE DESCRIPTION

- Click on **Customize** from the menu on the left
- Click on the **WebSite Text Editor** option
- Click on **Store Description**
- Click in the **Website Text Editor** area to place the cursor
- Press **Ctrl+End** key to go to the end of the page



INSERT PICTURE

- Click on the **Insert Picture Icon** from the toolbar
 - * The Image window will appear
- Click in the **Image URL** area
- Press **Ctrl+V** to paste the address
- Click in the **Image Description** area and enter a word describing your image (otherwise a message will appear)



If the Image Size is rather large you can reduce it which we will have a look at.

* *Instructions are on the next page*



RESIZING A PICTURE

- e. Click on the **Appearance** tag at the top
- f. Set the size to **250 wide x 450 long**
- g. Click on the **Insert** button
- * *The Image should be inserted*

Step 6. Apply the Centre Align function.
(Click on the *Centre Align Icon* from the toolbar)

Step 7. Scroll down the screen and activate the Save function. (Click on the *Save button*)

Step 8. Activate the Online Catalog function which will take you to the Front End. (Click on the link from the top of the page) ↓



Scroll down and view your image.

Step 9. Go back to the Back End. (Click on the *Back button*)

ADDING A ROLL ON AND ROLL OFF IMAGE

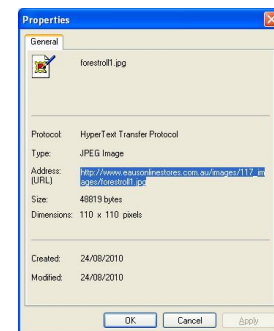
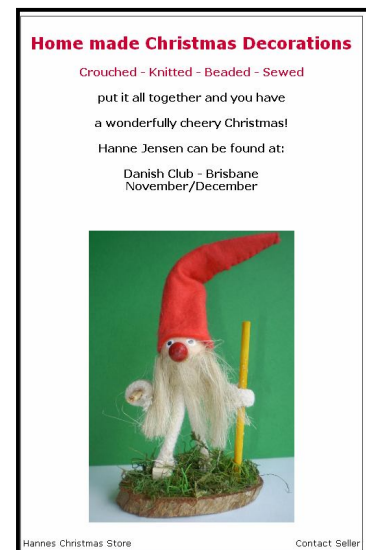
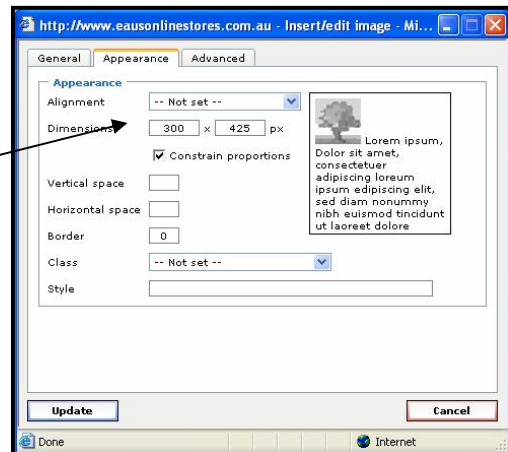
You can add a roll on image and a roll off image, so when they roll their mouse onto the image it changes to another image also when they roll their mouse off the image it changes again to another image, thus displaying 3 images within this area.

Before we go to edit the Picture we will switch to the other Internet Explorer window which is currently displaying your products.

Step 10. Switch to the Window containing your Online Store Front End and find a product image you wish to include as the 'for mouse over' pictures, open the Properties window for this image and take a copy of the URL Address.

- a. **Right-click on the image** to call upon the relating menu
- b. Click on the **Properties** option at the bottom
- * *The Properties window will appear*
- c. **Click-drag** over the entire address to select it (try doing it from the back to front it's easier)
- d. Press **Ctrl+C** to perform the copy

Ensure to include the entire address





Step 11. Close the Properties windows. (*Click on the Cancel button*)

Step 12. Switch to the Window containing your Administration area.

Step 13. Go to your Store Description area. (*Click on Customize, click on WebSite Text Editor, click on Store Description*) Wait and let it load completely.

To edit the Picture setting you must select it first so the system knows what to communicate with.

Step 14. Select the Picture that is in the Text Editor area. (*Scroll down and click on it*) You must see that there are selection markers surrounding the image.

Step 15. Edit the Picture settings and add two images to the Mouse Over and Mouse Out areas.

EDITING A PICTURE

* *Have the picture selected*

a. *Click on the **Picture icon** from the toolbar*

b. *Click on the **Advanced tag** at the top*

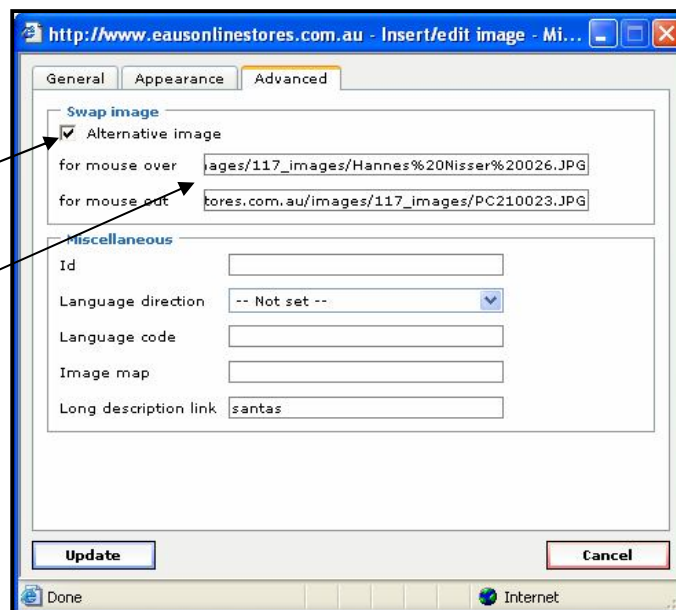
c. *Click on the **Alternative image area** to place a tick*

d. *Click in the **for mouse over area** to place the cursor*

e. *Press **Ctrl+V** to insert the URL Address of the image*

As you have opened a new window you will see that you have three windows opened now.

1. Online Store Front End
2. Administration area
3. Insert/edit image window



Step 16. Switch to the Window containing your Online Store Front End and find a product image you wish to include as the 'for mouse out' pictures, open the Properties window for this image and take a copy of the URL Address.

a. **Right-click on the image** to call upon the relating menu

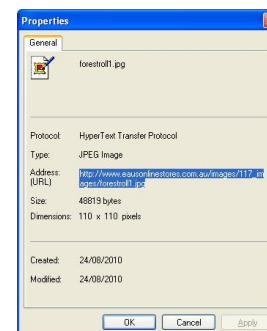
b. **Click on the Properties option** at the bottom

* *The Properties window will appear*

c. **Click-drag** over the entire address to select it (*try doing it from the back to front it's easier*)

d. **Press Ctrl+C** to perform the copy

Ensure to include the entire address





Step 17. Close the Properties windows. (*Click on the Cancel button*)

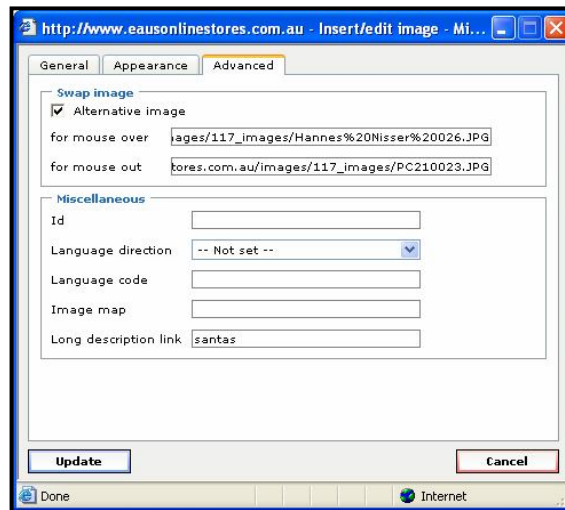
Step 18. Switch to the Window containing your Insert/edit Image window.

Step 19. Go to the 'for mouse over' area and perform the Paste function to paste the URL Address. (*Click in the **for mouse over area** to place the cursor, press **Ctrl+V** to insert the URL Address of the image*) Enter a word in the Long Description area (otherwise you will receive a message and will need to do it afterwards) then click on the Update Button.

Step 20. Scroll down the screen and activate the Save function. (*Click on the Save button*)

Step 21. Activate the Online Catalog function which will take you to the Front End. (*Click on the link from the top of the page*)

[My Account](#) | [Logoff](#) | [Online Catalog](#)
| [Help](#)



Scroll down and move your mouse on and off the image.

Step 22. Go back to the Administration area. (*Click on the Back button*)

Step 23. Log out.

Congratulation! you have created a roll over image.